



Invitation to Bid HNS-18-60

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address: 1720 Russell (9 AM) SAFE HOME CHARLOTTE	
1904 Irma (10 AM)	
Bid Walk: 05/31/18 at 09:00 AM & 10:00 AM	
Bid Opening: 06/07/18 at 2:00 PM	
Client Name:	Contact Number:
Project Manager: JAMES MAHON	Contact Number: 704-432-2321

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

If you are going to be late the policy is the following:

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at **_JAMES MAHON_** (cell # 704-614-6655).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.

The Bids will be opened at 600 East Trade St. immediately following the above due date and time.



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **1904 IRMA Street** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Dollars (\$ _____)

Written total

Specs Dated: 05/15/2018 Number of Pages: 10 Rehab & 1 (LbP)

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: Minimum Start Date - July 10, 2018

Completion Deadline: August 10, 2018

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



Requirements For Bidders

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

James M. Mahon
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 432-2321



Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Response Due: 6/7/2018 2:00 PM

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address: 1904 Irma St
Charlotte, NC 28216

Owner: Shatavia Leonard

Owner Phone: Cell: (704) 572-2918

Structure Type: Single Unit

Program(s): Targeted FY18 (CDBG Funds)

Square Feet: 945

Year Built: 1958

Property Value: 56400

Tax Parcel: 07504527

Census Tract:

Property Zone:

Repairs

Description

Floor

Room

Exterior

Prep & Paint Room Semi Gloss

KITCHEN

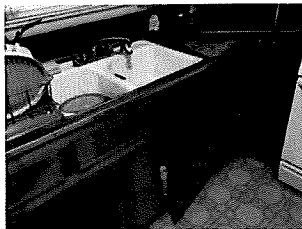
Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic SEMI-GLOSS latex. Painting shall include walls and any associated trim. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Cabinets Base

KITCHEN

Replace base cabinets. Cabinets to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.



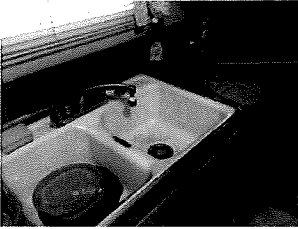
Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Counter Tops Replace

KITCHEN

Screw to base cabinet a square edged plastic laminate counter top. Provide end-caps and cutout for sink. Caulk counter top to adjoining walls with low VOC caulking to match wall color. Owner's choice of in-stock color and texture. (32.10)



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Double Bowl Sink Complete

KITCHEN

Install a 18 gauge 33" x 22" x 9" double bowl, stainless steel, self rimming kitchen sink including a single handle metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, P-trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. No copper compression fittings.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

GFCI Receptacle 20 AMP

KITCHEN

Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate. Fish wire and repair all tear out as needed.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Resilient Flooring

KITCHEN

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Laundry Washer Connection Box

KITCHEN

Install PVC vent pipe through the roof, laundry connection box with hot and cold hose bibbs, and 20 amp outlet on a separate circuit to service a washing machine.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Prehung Door Interior

BATHROOM - MAIN

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.



$$\text{Bid Cost: } \frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$$

Floor System Repair

BATHROOM - MAIN

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 10" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated band joists and insulating floor to code.



$$\text{Bid Cost: } \frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$$

Vanity/ Counter Top/ Sink

BATHROOM - MAIN

Install new vanity cabinet complete with counter top of laminate with vitreous china sink or marble-lite top with preformed sink. Include single handled metal faucet with drain and pop-up , P- trap, supply lines, full port ball type shut-off valves & escutcheon plates. Vanity medicine cabinet/mirror to remain.

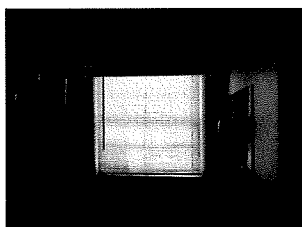


$$\text{Bid Cost: } \frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$$

Drywall Entire Room

BATHROOM - MAIN

Remove all gypsum, paneling, lathe and plaster or miscellaneous wall coverings to expose framing. Add insulation as required by code. Glue, nail and screw new drywall. Apply tape and 3 coats of joint compound to achieve a professional finish. Wet sand ready for paint.



$$\text{Bid Cost: } \frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$$

Work Specification

Resilient Flooring

BATHROOM - MAIN

Install 25 year warranted resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

17" Height Commode Replace

BATHROOM - MAIN

Install a 17" height, 2 piece, close coupled, white, vitreous china commode with a maximum water usage per flush of 1.6 gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

GFCI Receptacle 20 AMP

BATHROOM - MAIN

Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate. Fish wire and repair all tear out as needed.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Fiberglass Bathtub and Shower Surround

BATHROOM - MAIN

Install a 5' white Swan or equivalent 3-piece, fiberglass bathtub and surround. Caulk all seams and penetrations. Include new single handled tub/shower diverter valve and drain.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Ceramic Wall Tile

BATHROOM - MAIN

Demo all wall tile in Bath area.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Prehung Door Interior

BEDROOM - MASTER

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Work Specification

Prep & Paint Room Flat

BEDROOM - MASTER

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic FLAT latex. Painting shall include walls and any associated trim with SEMI-GLOSS latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Wall Finish Repair

BEDROOM - MASTER

Repair wall finish. Patch drywall or plaster holes in wall greater than one inch. All others use an adhesive mesh and mud over the mesh with the appropriate material. Wet sand smooth.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Ceiling Fan with Light Kit

BEDROOM - MASTER

Install a 52" 3 speed flush mounted ceiling fan with a minimum two bulb UL approved, LED light fixture with shade and lamps. Include ceiling fan mounting box.

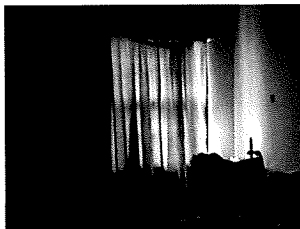


$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Wall Finish Repair

BEDROOM 2

Repair wall finish. Patch drywall or plaster holes in wall greater than one inch. All others use an adhesive mesh and mud over the mesh with the appropriate material. Wet sand smooth.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Prep & Paint Room Flat

BEDROOM 2

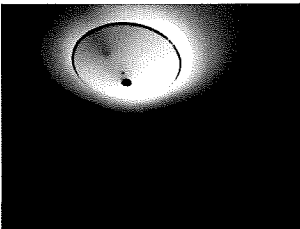
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$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Light Fixture Replace

BEDROOM 2

Replace or install a ceiling mounted 2 bulb or wall mounted 4 bulb strip, UL approved, LED light fixture with shade and lamps.

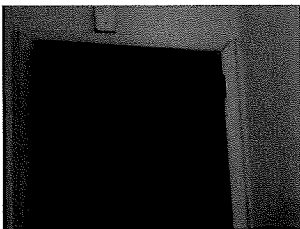


$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Prehung Door Interior

BEDROOM 2

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Door Hardware Exterior

BEDROOM 3

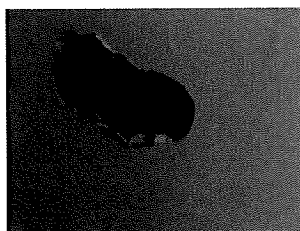
Replace entry hardware. Install mortised dead bolt and lever handled door, keyed alike.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Wall Finish Repair

BEDROOM 3

Repair wall finish. Patch drywall or plaster holes in wall greater than one inch. All others use an adhesive mesh and mud over the mesh with the appropriate material. Wet sand smooth.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Light Fixture Replace

ATTIC

Replace or install a ceiling mounted 2 bulb or wall mounted 4 bulb strip, UL approved, LED light fixture with shade and lamps.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Attic Insulation Increase to R-38

ATTIC

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Folding Attic Stairs

ATTIC

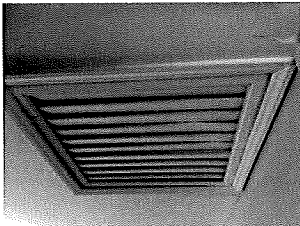
Replace utility folding stairway, after doubling framing at ceiling. Install casing to match trim in room.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Whole House Fan Removal

ATTIC

Remove existing whole house fan in hall area including properly terminating power in junction box with blank cover. Frame in ceiling, drywall and finish to paint ready.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Doorbell System

GEN REQ

Install a doorbell system containing a low voltage transformer, power connection, buzzer and front door button.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Permits Required

GEN REQ

The contractor is responsible obtaining and paying for all permits required. Said permits shall include all items in this scope of work.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Work Specification

Dumpster

GEN REQ

After procuring all required permits, place AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Portable Toilet

GEN REQ

Provide temporary toilet facilities from job start until approval of permanent facilities.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Exterminate Insects

GEN REQ

Exterminate for insects. Include a one year warranty. All extermination shall be performed by a licensed contractor.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Exterminate Termites

GEN REQ

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Smoke Detector Hard Wired

GEN REQ

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Combination CO / Smoke Detector Hard Wired

GEN REQ

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Electric Service 200 AMP

GEN REQ

Replace electrical service with new 200 amp, main disconnect, 110/220 volt, 24 circuit panel board, meter socket, weather head, service cable, ground rods and cable. Include replacement of all sub-panels. Caulk exterior service penetration.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Replace Receptacles, Switches, and Plates

GEN REQ

Replace all receptacles, switches and cover plates throughout entire house. Use code appropriate devices. This also includes any wall or ceiling damage repairs.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

See Attached Lead Scope

GEN REQ

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Carpet & Pad

GEN REQ

Contractor to move furniture as required to complete carpet installation and return furniture. Remove existing carpet, pad, tack strips and metal edge strips to a code legal dump. Install 28oz or better low VOC carpet over 6 lb. rebond pad including new tack strips and metal edging. Owner's choice of color and style.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Prehung Metal Door Entrance

EXTERIOR

Exterior

Remove existing door, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. New casing and shoe molding will match existing. Apply primer and topcoat. this installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Aluminum Storm Door

EXTERIOR

Exterior

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Exterior Handrails

STAIRS & STEPS

Remove existing handrails. Dispose of properly. Re-install handrails to current building code- specified metal or treated lumber. Size & dimensions to code.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Exterior Step Repair

Repair damaged or deteriorated elements of exterior steps to match existing staircase.

Bid Cost:

X

=

BaseQuantityTotal Cost

Regrade Foundation & Seed

Exterior

Regrade yard to obtain proper drainage per code. Install 4" of top soil, seed, straw and fertilize disturbed area.

Bid Cost:

X

=

BaseQuantityTotal Cost

Landscaping Improvements

Exterior

Make limited curb-appeal improvements to the front yard of the home, including items such as: installing shrubs/ornamental trees, bulbs, groundcover plants, mulch, the construction of simple flower beds/planters, landscape timbers, decorative stones, turf improvements, stepping stones. Owner's choice of selection.

Bid Cost:

X

=

BaseQuantityTotal Cost

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

LEAD ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS

Address 1904 Irma Street

5/15/2018

Complete the following scope of work:

Item #	Feature	Method	Number	Cost Per unit	COST
1	Windowsills Room # 1 Living Room.	Clean all interior window components and sills for Clearance	0		\$0
2	Exterior-Back Porch Floor	Clean floor Area to attain Clearance.	0		\$0
3		0	0		\$0
4		0	0		\$0
5		0	0		\$0
6		0	0		\$0
7		0	0		\$0
8		0	0		\$0
9		0	0		\$0
10		0			\$0
			total		\$0

Contractors may submit an occupant protection plan on the form provided.

1 Contact El Inc.if an additional form is needed. Phone 704-593-1640.

Complete all interior work in a unit in a single day.

2 Allow for replacement of 50 board feet of rotted wood.

3 Unless otherwise noted any window or door removal and replacement

4 includes frame and trim on both sides.

In lieu of complete removal, window frames may be enclosed with vinyl on

5 exterior in accordance with all project manual requirements

6 Contact Lars at El Inc.to conduct inspections prior to repainting or other putback and after vinyl siding installation.

Windows being placed in a bathroom need to be tempered glass.

Total Bid

Acknowledgement of Adden

0

Addendum#

	Date

The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within 60 days of award.

Signature of authorized contractor representative

Contractor Submitting Bid:

Address:

Phone:



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A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

James M. Mahon
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 432-2321



Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Response Due: 6/7/2018 2:00 PM

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address: 1720 Russell Ave
Charlotte, NC 28216

Owner: Evelyn Nivens

Owner Phone: Cell: (704) 493-3182

Structure Type: Single Unit

Program(s): Targeted FY18 (CDBG Funds)

Square Feet: 952

Year Built: 1957

Property Value: 60400

Tax Parcel: 07506206

Census Tract:

Property Zone:

Repairs

Description

Floor Room Exterior

Cabinet Repair

KITCHEN

Repair base cabinet under kitchen sink by installing plywood bottom. Finish with white semi-gloss low-VOC paint.

* Repair all Base Cabinet door hinges to operate properly.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

GFCI Receptacle 20 AMP

KITCHEN

Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate. Fish wire and repair all tear out as needed.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Range Hood Exterior Vented

KITCHEN

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper Romex. Owner's choice of color.



Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Resilient Flooring

KITCHEN

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Smoke Detector Hard Wired

GEN REQ

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Combination CO / Smoke Detector Hard Wired

GEN REQ

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

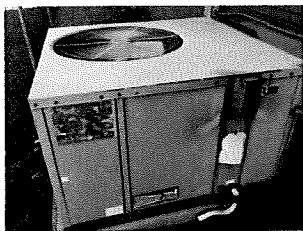
Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Complete System Replacement-Gas Furnace, Air Conditioner, and Duct System

GEN REQ

Completely remove all existing HVAC system components, including boots and grilles. Design and install a new complete, fully functioning HVAC system with a gas furnace, air conditioner, and ductwork with all the necessary equipment and accessories to meet the requirements of the NC Codes and the Construction Specifications.

Scope of work includes all repairs to the structure and finish surfaces that are necessary due to the removal of the old system and the installation of the new system.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Electric Service 200 AMP

GEN REQ

Replace electrical service with new 200 amp, main disconnect, 110/220 volt, 24 circuit panel board, meter socket, weather head, service cable, ground rods and cable. Include replacement of all sub-panels. Caulk exterior service penetration.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Work Specification

See Attached Lead Scope

GEN REQ

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Resilient Flooring

BATHROOM - MAIN

Install 25 year warranted resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Bath Exhaust Fan Replace

BATHROOM - MAIN

Install a ceiling or through-the-wall, exterior ducted, vent fan with damper. Include power and switch wiring using #14 copper Romex. Repair any tear out.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

17" Height Commode Replace

BATHROOM - MAIN

Install a 17" height, 2 piece, close coupled, white, vitreous china commode with a maximum water usage per flush of 1.6 gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal.



$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Fiberglass Walk-In Shower - Complete

BATHROOM - MAIN

Install Mustee or equivalent fiberglass shower pan unit equivalent to existing tub size, complete with fiberglass surround, and single lever shower diverter, shower rod and water saving shower head. Caulk all seams and penetrations.

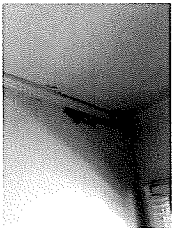


Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Wall Finish Repair

BATHROOM - MAIN

Repair wall finish. Patch drywall or plaster holes in wall greater than one inch. All others use an adhesive mesh and mud over the mesh with the appropriate material. Wet sand smooth.



Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Resilient Flooring

LAUNDRY / UTILITY

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Vinyl Window

Living Room- Front side(*

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW- E windows including half screens. Insulate rough opening. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill. (17)

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Portable Toilet

Provide temporary toilet facilities from job start until approval of permanent facilities.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Work Specification

Permits Required

The contractor is responsible obtaining and paying for all permits required. Said permits shall include all items in this scope of work.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Dumpster

After procuring all required permits, place AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Exterminate Insects

Exterminate for insects. Include a one year warranty. All extermination shall be performed by a licensed contractor.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Vapor Barrier

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Concrete Flatwork

EXTERIOR

Level surface, prepare a 3" gravel base over a uniformly graded & compacted subgrade. Install 6 mil poly, form and pour 4000 psi concrete, 4" thick. Provide #10 welded wire mesh, expansion joints at 10' intervals, and a broom finish surface that directs water away from the building. Regrade, seed & straw disturbed areas.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Rebuild/Resize Interior Walls

Reconstruct wall configuration to increase Laundrysize from closet area.

Include:

*Drywall

*Mechanical relocating

*Trim and paint

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

LEAD ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS

Address 1720 Russell Ave.

5/15/2018

Complete the following scope of work:

Item #	Feature	Method	Number	Cost Per unit	COST
1	Windowsills	Clean all interior window components and sills for Clearance	0		\$0
2	Front Porch Side A -Window Sill	Remove and Dispose of the Component. Replacewith a Component of like size - dimension and Style	0		\$0
3	Front Porch Side A -Window Casing	Remove and Dispose of the Component. Replacewith a Component of like size - dimension and Style	0		\$0
4	Porch Area Front Side A	Clean porch for Clearance.	0		\$0
5	0	0	0		\$0
6	0	0	0		\$0
7	0	0	0		\$0
8	0	0	0		\$0
9	0	0	0		\$0
10	0	0	0		\$0
			total		\$0

Contractors may submit an occupant protection plan on the form provided.

1 Contact EI if an additional form is needed. Phone 704-593-1640.

Complete all interior work in a unit in a single day.

2 Allow for replacement of 50 board feet of rotted wood.

3 Unless otherwise noted any window or door removal and replacement

4 includes frame and trim on both sides.

In lieu of complete removal, window frames may be enclosed with vinyl on

5 exterior in accordance with all project manual requirements

6 Contact EI-Lars to conduct inspections prior to repainting or other putback and after vinyl siding installation.

Windows being placed in a bathroom need to be tempered glass.

Total Bid

Acknowledgement of Adden

0

Addendum#	Date

The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within 60 days of award.

Signature of authorized contractor representative

Contractor Submitting Bid:

Address:

Phone: